



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 053

OPEN TO: All Interested Candidates/All Sources

POSITION: Alumni Outreach Coordinator, FSN-8; FP-6
(Salary approx. Tk. 56,000 per month)

OPENING DATE: November 19, 2013

CLOSING DATE: December 3, 2013 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Alumni Outreach Coordinator** in the Cultural Affairs Unit of Public Affairs Section (PAS) at the American Center.

BASIC FUNCTION: Under the supervision of the Cultural Affairs Specialist, the incumbent coordinates programming for alumni of State Department exchange programs, including planning outreach events and activities, contributing to and promoting the alumni website, and reporting results to Embassy and Washington officials. Maintains contact information for alumni and other Public Affairs contacts through an electronic database. Assists in



the identification of audiences and institutions for programming and outreach. Manages public diplomacy publications and materials. S/he supervises one clerk.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Coordination of Alumni Activities

In close cooperation with the Public Affairs Officer (PAO), Cultural Affairs Officer (CAO), and the Alumni Affairs Office, develops and implements a comprehensive strategic plan for alumni outreach and activities; organizes alumni events (receptions, conferences, seminars, workshops and other meetings) to integrate U.S. Government alumni into Embassy programming. Coordinates with the Alumni Affairs Program of the State Department and prepares proposals for funding. Maintains the list of Bangladeshi participants in the State Department's Global Alumni Database. Contributes content and promotes membership on the State Alumni website, alumni.state.gov, and promotes participation in website activities such as webchats. Promotes the formation and development of alumni associations. Writes comprehensive reports on events and activities to be distributed to Embassy and State Department elements.

b. Contact Database Management

Maintains an alumni database that coordinates with the State Department's global alumni archive. Continuously updates the audience and institution lists to ensure they are current and relevant to the Embassy's public diplomacy plans and goals. Creates new contact database entries and ensures conformity with correct procedures before final confirmation. Prepares contact summary reports to be used in program planning and evaluation. Based on knowledge, experience, and judgment, advises the Cultural Office and program staff on ideal audience mix for Public Affairs programs. Provides lists of VIPs or those requiring special attention and ensures guest lists contain a broad mix of invitees.

c. Materials Development and Distribution

Supervises the selection and preparation of public diplomacy kits and mailings, including alumni-specific products, to support various Embassy programs. Distributes materials via local mail and/or e-mail listserve. In consultation with Public Affairs Section colleagues, designs and distributes publications to alumni and other Public Affairs contacts, and ensures that they receive relevant announcements and information about upcoming programs



and activities. Generates lists and mailing labels for post-published pamphlets and periodicals using an electronic database. Writes orders for and receives shipments of various U.S. and locally produced periodicals and pamphlets and reports on utility and use of these products. Maintains stock records and furnishes statistical data on usage for reordering and stocking purposes.

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree in Arts, or Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English & Bangla speaking/reading is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 4 years of progressive professional experience in public affairs, public relations, marketing, media, journalism, cultural programming, and/or academia is required.
- 4. Knowledge:** Good knowledge of social/political structures required.
- 5. Skills and Abilities:** Ability to coordinate multi-faceted alumni programming and manage ongoing projects. Ability to perceive social/political structures and their relation to Embassy public diplomacy goals. Ability to operate computers and basic computerized information systems.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFM's who hold a FMA appointment or PSA



are ineligible for advertised positions within the first 90 calendar days of that appointment.

4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver's License, and**
- III) **A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.



2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: December 3, 2013

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.



The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x

PAO: x

FMO: x